



GERRISH TOWNSHIP

Kathleen Patchin, Clerk

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Clerk Patchin Report

October 8, 2019

Attended and prepared for the following meetings:

- September 10, 2019 Regular Meeting
- September 13, Interview
- September 18, Contract Date Change

Completion of minutes and actions on meetings.

Attended a webinar for additional training on our website

Completed all monthly tax filings along with third quarter tax filings

Attended the Roscommon County Ride Along street review on September 17th.

Attended the Roscommon Township Association meeting on September 19th

Attended the Gerrish-Lyon meeting reviewing the Sewer Feasibility Study.

Reminder to everyone that there will be a Public Meeting held on Monday October 28th 6:30pm at the Lyon Township Fire Department presenting the findings of the sewer feasibility study conducted by Fleis & Vandenbrink.

Attended the County Clerks meeting held on September 27th as we discussed the preparation of the 2020 Election cycle.

All Human Resources, Payroll, Accounts Payable, General Ledger processing.

FOIA Coordination

Thank you.....Kathleen ☺